

RETIREMENT ELIGIBILITY

1. To be eligible to transfer to the Retired Reserve, Airmen must complete at least 20 years of satisfactory service. Airmen meeting eligibility requirement for pay are issued a "Notification of Eligibility for Reserve Retired Pay" letter, however the letter is not required in order to request transfer to the Retired Reserve. Airmen may request retirement upon completion of their 20th year, even if it is based upon a partial year. A partial year is credited when an Airman earns the minimum number of required points.
2. Retirement effective date cannot be after Mandatory Separation Date (MSD), High Year of Tenure Date (HYT) or Expiration Term of Service (ETS). Consult with your Commander Support Staff (CSS) or the Career Development POC in FSS for assistance in determining/verifying your MSD, HYTD or ETS.
3. Airmen medically disqualified for worldwide duty, who have completed at least 15 years of satisfactory service, are eligible to apply for transfer to the Retired Reserve.
4. Points and Service - No participation/membership points are accrued while assigned to the Retired Reserve. However, longevity service credit continues to accrue for members of the Retired Reserve until they are in retired pay status (DOD Financial Management Regulation, DOD 7000.14-R, Part 1, paragraph 10101e).

NOTE: Airmen cannot participate on or after their retirement effective date, for pay or points.

TIME IN GRADE REQUIREMENTS

Officers

- Officers (Title 10 U.S.C, Section 1370 (d)) who met a promotion board before 1 October 1996, they need only to have held the grade satisfactorily for one day.
- Officers who met a promotion board on or after 1 October 1996, they have to meet the following requirements:
 - Lieutenant Colonel and above must serve satisfactorily for three years to receive retired pay in grade
 - Major and below must serve satisfactorily for six months to receive retired pay in grade

Two Year Time in Grade Reduction:

The Secretary of the Air Force authorized the Air Force Reserve to reduce the three-year TIG requirement to two years for ANG and Reserve lieutenant colonels and colonels (limited to 2% of authorizations).

NOTE: Two Year TIG waiver should be requested by annotating the remarks section of the retirement application on vPC.

Enlisted

- There is no TIG requirement for enlisted Airmen to retire in grade (Title 10 U.S.C., Section 8961 (b)). However, Reserve and Guard policy dictate service commitments for MSgt and above as follows:
 - Reserve Service Commitment (MSgt and above) requires 3 years service for In-residence training and 2 years service for Promotions.
 - Guard Service Commitment (MSgt and above) requires 2-3 years service for In-residence training, and 2 years service for Promotions to CMSgt and SMSgt but only 1 year for MSgt traditionals or technicians.

NOTIFICATION OF ELIGIBILITY FOR RETIRED PAY (“20 YEAR LETTER”)

- The Notification of Eligibility for Retired Pay letter (NERP), commonly referred to as the 20 year letter, is available approximately 120 days after the close-out of the 20th Retention/Retirement (R/R) year.

- To retrieve your 20 year letter for record keeping, follow the directions below:
 1. Go to myPers URL: <https://mypers.af.mil/app/home>
 2. Under “I would like to...”, click on “Access the vPC Dashboard”.
 3. On the top tab bar, click on “Action Requests”.
 4. On the left hand side under “My Official Military Personnel Record”, click on “Request a 20 Year Letter (reissue)”.
 5. Scroll down page to view your specific request for 20 Year Letter reissue.

NOTES:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper or a template for writing practice. There are no margins, text, or other markings on the page.